

Info for CAP instructors attending Cessna Glass Cockpit Training

Independence KS Chamber of Commerce website: <http://www.indkschamber.org/>

Transportation from Tulsa Airport (For those traveling via airlines)

Lt Nancy Bartlett from OK Wing will pick up everyone at 1:45 PM and take you to Independence KS. Nancy's cell phone number is 918-906-5529 and she will be using CAP van # 35018. Please meet Nancy outside on the baggage level between concourses A & B.

Transportation while at Independence KS Wing will have a CAP van parked at the FBO in Independence. The keys will be in the top desk drawer. The FBO phone number is 620-332-2531. The FBO is open 7AM – 6 PM Mon – Fri and 8AM – 5PM on Sat and Sun. Request one person fill the van up with gas at the end of the week and put the fuel charge on your travel voucher. Please note the airport is located before you get to the city of Independence.

Paying for aircraft fuel while conducting training

CAP is responsible for purchasing all aircraft fuel for training in new glass cockpit aircraft. The FBO (Manager-Gary Macy) will bill NHQ each week so there is no need for individual members to pay for aircraft fuel. The FBO should write down the tail number and CAP pilot's name every time the aircraft is fueled. Please note these procedures only apply to buying fuel for CAP's new glass cockpit aircraft. The automatic payment procedures do not apply to fueling any other CAP aircraft.

Lodging

Reservations have been made for all CAP members at:

Microtel Inns & Suites
2917 West Main Street
Independence, KS 67301
620-331-0088

Microtel Inns & Suites has a NHQ credit card on file and they are supposed to charge us directly for all room charges. Any additional charges (phone, snacks, etc) will have to be paid by the CAP member via another payment method.

Cessna training will begin promptly at 8AM on Monday.

Here are the directions Cessna provided "Tell them to go to the main Cessna building. The main entrance has smoke black windows with a statue of a boy holding a glider. Go in through that entrance and check in with security. They will then send them up an elevator and that is right where we are at." CAP's training coordinator at Cessna is Alex Unruh. His phone number is 620-332-0235.

G1000 Warranty Registration Supplement and Jeppesen GPS Database Updates

Cessna will ask one instructor per aircraft to fill out a G1000 warranty registration that will also qualify the wing to receive 3 free database updates. It requires an e-mail address. Please use the e-mail address of the person in your wing who will be regularly updating the GPS database. Please also provide this person's name and e-mail address to HQ CAP/DO because we will be arranging database subscriptions for each aircraft. The GPS database updates will be downloaded via the web. The G1000 comes with a card reader that connects to a USB port so the updates can be downloaded.

“Garmin in a Bag” Training Materials

Cessna will require everyone to sign a receipt saying they have received each of the items in the “Garmin in a Bag.”

Uniforms

Any authorized CAP uniform is allowed for the training and the flight home.

CAPF 5

A Cessna instructor will give each CAP pilot a checkride during the training. HQ CAP/DOV will instruct Cessna on how to give the checkride and complete the paperwork but they may need your help. Cessna instructors are not allowed (by their lawyers) to sign the CAPF 5. They will initial a statement saying that the G1000 training was satisfactorily completed. The course completion certificate should be attached to the CAPF5. This will meet the requirement for a check pilot's signature on the form.

Mission Symbol/Numbers

All flights should be flown with the “A99” mission symbol. The mission number for all NH Wing flights will be AFA-05-0370. The mission number for all IL Wing flights will be AFA-05-0371. The Cessna instructors will use their standard procedures to release each training flight. For the flight home, a wing flight release officer should release the flight. Fuel purchased for the flight home should be submitted on a CAPF 108. NHQ will reimburse fuel only, not minor maintenance (sorry the budget won't allow it)

Travel Voucher and Meals Allowance

Each CAP member should complete a travel voucher (see attached file) after they return to their wing. Receipts are not required for meals. The government per diem rate for Independence KS is \$31 per day. You will be reimbursed \$31 per day for meals for every full day you're away from home and 75 percent of that for every travel day to/from home. The travel voucher must be signed and faxed to HQ CAP/DO at 800-555-7902.

Questions

Please don't hesitate to call Stacey McGinnis during duty hours at 334-953-4225 or the National Operations Center during non-duty hours at 888-211-1812 if you have any

questions. Let us know if there is additional information that we should provide to future classes. Hope you have an informative and enjoyable week!